

# Minutes

## Steering Committee Meeting

April 15, 2003

1:30 – 2:15

10 Hazen Drive, Directors Conference Room

**Meeting called by:**

Peter Croteau

**Type of meeting:**

Scheduled Periodic Meeting

**Facilitator:**

Dennis Roffman

**Note taker:**

Brian Smith

**Attendees:**

Pat Harte – City of Manchester

Rebecca Landry – City of Keene

Denise Bodwell – Title DMV

Rachel Henderson – Bearing Point

Chuck DeGrace – Dept. of Safety IT

Peter Croteau – Dept. of Safety IT

Jim Bronson - Dept. of Safety IT

Brian Smith - Dept. of Safety IT

Dennis Roffman - Dept. of Safety IT

Mary Kurkjian - Bearing Point

Kelly Michael – DMV

Lynda Mower – NHCTCA

Betty Ramspolt – NHCTCA

Linda Farrell – Dept. of Safety Business Office

## Agenda Topics

<b>I. Schedule</b>			Dennis Roffman
<ul style="list-style-type: none"> <li>Reviewed the schedule which remains the same as it was at the previous meeting</li> </ul>			
<b>Action Items:</b>		<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>II. Additional Functionality</b>			Dennis Roffman
<ul style="list-style-type: none"> <li>A list of additional requirements not included in the current project plan has been compiled. All questions or requests for further additions can be emailed to droffman@safety.state.nh.us</li> </ul>			
<b>Action Items:</b>		<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>III. Recent Accomplishments</b>			Dennis Roffman
<ul style="list-style-type: none"> <li>We are on schedule with the System Design and Architecture – Part II</li> </ul>			
<b>Action Items:</b>		<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>IV. In Progress</b>			Dennis Roffman
<ul style="list-style-type: none"> <li>The IT Staff is in the process of reviewing the System Design created by Bearing Point.</li> <li>The IT Staff is providing Bearing Point with the information needed to complete the Low Level Design.</li> </ul>			
<b>Action Items:</b>		<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>V. Technical Team Status</b>			Jim Bronson
<ul style="list-style-type: none"> <li>The Core Technical and Validation team meetings have been indefinitely suspended. The topics formerly discussed in those meetings will now be addressed in the MAAP status meeting.</li> <li>We have had regular meetings with the vendors and cities to provide information and discuss issues.</li> <li>The proof of concept for the IDMS interface has been completed. The use of Table Procedures will make the development more efficient.</li> <li>Credit card transactions will only be done by state clerks. Cities and towns will have the ability to accept credit cards for the state fees in a future revision.</li> <li>Kelly and her group are in the process of documenting the present registration process.</li> </ul>			

- The plan is to use the existing printers for registration documents. Research is still being done for implementation of more robust printing solutions.
- Connectivity to the MAAP system will be available through:
  1. Dial up connection with NH Sun
  2. Frame Relay
  3. Verizon DSL
  4. VPN
- A plan is being drafted for providing a test platform to vendors and cities for the XML interface.
- A website is being developed to provide vendors and cities with information to facilitate the XML integration effort.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> <li>• Add state payment credit card payments for cities and towns to the list of additional functionality.</li> </ul>	Dennis Roffman	
<b>VI. Implementation Team</b> Chuck DeGrace		
<ul style="list-style-type: none"> <li>• A high level project timeline has been created.</li> <li>• Research continues on the implementation and roll out strategy.</li> </ul>		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> <li>• None</li> </ul>		
<b>VII. IT Issues</b> Dennis Roffman		
<ul style="list-style-type: none"> <li>• Weekly meetings are being held to discuss training requirements and technology transfer from Bearing Point to the State IT Staff.</li> <li>• SPOTS interface to MAAP is nearly completed. A few tasks need to still be addressed.</li> <li>• Meetings have been held to discuss the user interface and the VIN lookup.</li> <li>• Login has been working to identify all software packages installed in towns and cities.</li> <li>• The state will be doing town check validation.</li> <li>• The system is being designed to accommodate debit card transactions, however this functionality is not going to be part of the phase 1 implementation.</li> </ul>		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>VIII. Business Issues</b> Dennis Roffman		
<ul style="list-style-type: none"> <li>• Art has the information needed to begin negotiations with Primedia.</li> </ul>		
Action Items:	Person responsible:	Deadline:

<ul style="list-style-type: none"> <li>• None</li> </ul>		
<b>IX. Project Funding</b>		Peter Croteau
<ul style="list-style-type: none"> <li>• Funding is secured through June 30, 2003</li> <li>• Awaiting grant money from UNH</li> <li>• Th most recent operating budget does not include allocation for MAAP FY04 funding.</li> <li>• A 2004 bill to raise 1.6 – 2.4 million dollars id in legislature at this time. Uncertain of when the vote will take place.</li> </ul>		
<b>Action Items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>		

**Next Meeting: May 27, 1:30 at 10 Hazen Drive**